TWO-PART PROCESS TO RENEW IRP FLEETS

- **Only Actual Miles/Distance from prior July 1st-June 30th Reporting Period should be submitted.**
- **Fleet & Vehicle Insurance must not expire prior to first day of new/renewed registration effective date.**
- **Required supporting documents must be saved to your computer in order to upload & complete submittal.**

Part #1: (Vehicle Details and Submitting Request)

1. Login to the IRP application from the Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. From the "Applications" tab, select "IRP." Then from the "Process" tab, select "Fleet', and then "Renew Fleet."
3. Click "Proceed."   On Customer Details Screen click "Proceed" again.
4. Customer Verification Page: click "Proceed" to verify customer information.
5. Fleet Details Screen: click "Mailing Address" tab in order to verify or change mailing address information-
6. Update fleet Insurance effect date, expiration date, policy number, and company name. Then click "Proceed."
7. Fleet Details Verification Screen: verify fleet information is correct and click "Proceed."
8. Distance Details: prior registration year's apportioned registration jurisdictions will appear in red.
9. Enter only **ACTUAL DISTANCE** accrued in each jurisdiction/state during July 1st to June 30th reporting period.
10. When finished entering actual distance, click "Proceed", and click "Proceed" again to confirm actual distance.
11. Weight Group Selection: if you will be using the same weight group(s) as prior year, click "Done." If instead you would like to add an additional weight group, click "Add Weight Group."
12. Renewal Vehicle Processing Screen: click "Done" **if you are not** changing Carrier Responsible for Safety USDOT, not adding new vehicle(s) to fleet, and are not deleting existing vehicle(s) from fleet.
13. If you are **changing Carrier Responsible for Safety USDOT Number**, Click "Amend Vehicle" radial button and then "Proceed", then select Unit Number for vehicle being amended, click "Search" to locate vehicle, update "Safety TIN" field and "Safety USDOT" field. Click "Proceed" to verify and click "Done" when finished amending vehicles with updated Carrier USDOTs. Carrier must be changed for all vehicles individually within the fleet which will operate with new Carrier Responsible for Safety USDOT Number.
14. If you are **adding or deleting vehicle(s)** click on either the "Add Vehicle" or "Delete Vehicle" radial buttons.
15. Submission Screen: click "Select" icon next to fleet you are renewing and to upload supporting documents.
16. (Please verify that all required documents are submitted and accurate. You cannot adjust once submitted).
17. To upload & submit fleet renewal supporting documents: enter VIN of vehicle in the "VIN" field.
18. From the "Document Type" drop down menu, select a document type to upload from your computer.
19. Click "Choose File" in order to search your computer's files for the pdf document to upload.
20. Once document is found, click "Upload" button to upload the selected document.
21. Repeat "browse & upload" process for each document type you are required to submit to renew fleet.
22. When all required documents are successfully uploaded, click "Submit" button to transmit request for approval.
23. You should see an on screen notification stating "Request Submitted Successfully," then click "Quit" button.
24. After submittals is reviewed and approved you will receive emailed confirmation to complete Part #2 of process.

For more information, please visit the Georgia Trucking Portal at www.cvisn.dor.ga.gov/Home or scan the QR code.

Part #2: (Billing Invoice, Credentials, & Payment)

1. Login to the IRP application from the Georgia Trucking Portal at www.cvisn.dor.ga.gov
2. From the "Applications" tab, select "IRP." Click on the "In Progress" tab, and then Click "Proceed,"
3. Billing Details Screen: review vehicle information and then click "Proceed" in order to calculate bill/invoice.
4. You may adjust "Invoice Report Type" if necessary, then click "Proceed" to receive invoice.
5. Pop-up of invoice will generate. Print & save for your records.
6. Once documents are saved, close invoice pop-up screen by clicking on "X" in upper right corner of screen.
7. Payment Details Screen: click "Proceed" to begin payment process.
8. Payment Verification Screen: click "Proceed" to make payment or "Add to Cart" to make payment later.
9. Payment/Cart Management: review and verify transaction and then click "Proceed" to continue.
10. Click either the "Credit Card" or "E-Check" button in order to choose preferred method of payment.
11. (A pop-up will appear, transferring you to the "Official Payments" website which will open in a new window).
12. Complete payment information on Official Payments website- and click "Continue" until payment is completed.
13. You will receive a confirmation number which you should keep for your records until credentials are received.
14. Close Official Payments window and then click "Close" in IRP system in order to return to the payment screen.
15. Click "Proceed" to continue to Payment Summary page.
16. Click "Proceed" to apply Official Payments payment information to IRP system.
17. This will complete renewal payment process & generate payment receipt, electronic apportioned Cab Card.
18. Hard copy of paper Cab Card with renewal decal/sticker will ship via the United States Postal Service (USPS).